



## **DRAFT MINUTES**

### **SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

The Bicycle and Pedestrian Advisory Commission met at 6:35 p.m. on July 19, 2007 with Committee Chair Durham presiding. The meeting was held in the West Conference Room, City Hall, 456 West Olive Avenue, Sunnyvale.

#### **ROLL CALL**

**Members Present:** Ralph Durham  
Kevin Jackson  
Thomas Mayer  
James Manidakos  
Richard Warner

**Members Absent:** Andrea Stawitcke, Patrick Grant

**Staff Present:** Jack Witthaus, Transportation and Traffic Manager

**Visitors:** None

#### **SCHEDULED PRESENTATION**

There was no scheduled presentation

#### **PUBLIC ANNOUNCEMENTS**

Jackson stated that employee transportation fairs and the Tour De Moffett Park bike ride have been successful events.

#### **CONSENT CALENDAR**

- 1.A) Approval of Draft Minutes from June 21, 2007
- 1.B) Approval of Agenda
- 1.C) Approval of 2007 Calendar

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| <p><b>MOTION – Jackson/Warner – Approve items 1A – 1C of the Consent Calendar.<br/>Motion carried unanimously.</b></p> |
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## **STAFF RESPONSE TO PRIOR PUBLIC COMMENTS**

No prior public comments

## **PUBLIC COMMENTS**

None.

## **PUBLIC HEARINGS/GENERAL BUSINESS**

Witthaus noted that the written staff reports had been inadvertently left out of the meeting packet, and that staff reports would therefore be delivered verbally.

### **2. Council Policy on Boards and Commissions**

Witthaus gave the staff report. Jackson noted that the policy document contained formatting errors. Manidakos and Jackson suggested that further clarification of the Bicycle and Pedestrian Advisory Commission's (BPAC's) role in City operations would be helpful. Mayer suggested that the hierarchy for Commissioners to lodge complaints about Commission function should end at the City Council, not the Mayor. In response to Mayer's inquiry, staff responded that the BPAC operations were largely consistent with the policy.

**No action necessary. This item was for discussion only.**

### **3. Review Code of Ethics and Parliamentary Procedures**

Witthaus gave the staff report. Jackson stated that Commission members may want to consider utilizing the Office of the City Attorney if they have questions regarding Brown Act compliance or ethics issues.

**No action necessary. This item was for discussion only.**

#### 4. Study & Budget Issue Development

Witthaus gave the staff report. The BPAC discussed previous year study issues. The Commission indicated that it would consider all previous year study issues in its ranking process for this year, with the exception of a Stevens Creek Trail Policy Update, and Council Boards and Commissions Training. At Mayer's suggestion, the Commission indicated that it would like to consider a more generic policy issue regarding supporting connections to regional bike facilities. At Jackson's suggestion, the Commission indicated that it would like to consider potential study issues regarding Transportation Demand Management Opportunities for Schools, and Clarification of Suitable Bicycle Parking Schemes for Office Developments.

Mayer requested that representatives from Departments with oversight of bicycle-related operations attend one of the next BPAC meetings to provide the BPAC with an understanding of budget responsibilities and levels for bicycle-related activities. This would assist the BPAC in considering budget issues.

Mayer suggested a study issue or a capital project to construct connections from the John Christian Trail to Lakewood and Fairwood School bike parking facilities. Mayer suggested a study issue to consider the impacts of traffic calming devices on bicyclists. Mayer suggested a study issue to make residential collector streets eligible for speed control (vs. traffic volume control) traffic calming measures. The Commission indicated it would consider these issues.

At Manidakos' suggestion, the Commission indicated that it would consider a study issue for education or policy development regarding safe construction zone traffic control for bicyclists and pedestrians. Chair Durham requested that the construction zone traffic control Standard Operating Procedure for bicycles be presented to the BPAC at a future meeting.

The Commission considered budget issues. Jackson requested a budget issue for bicycle locker maintenance. Mayer requested a budget issue for computerized, on-line bicycle licenses. Mayer noted that a group of residents would be requesting lighting of the John Christian trail adjacent to Lakewood School. Jackson requested a budget issue to fund a marketing campaign to encourage bicycling. Mayor suggested an increased budget for Bike to Work Day to \$ 5000. Manidakos suggested a budget issue to provide bike racks at major community events such as the Farmer's Market or the 4<sup>th</sup> of July celebration. Mayer suggested a budget issue to provide for an enforcement campaign of bicycle-related traffic violations. This could include a pedestrian right of way violation sting. Mayer suggested the intersection of Evelyn Avenue and Murphy as a candidate location for a sting.

**No action necessary. This item was for discussion only.**

5. Election of Officers

Mayer nominated Jackson for Chair. Manidakos nominated Durham for Chair. Manidakos nominated Warner for Vice-chair. On a show of hands, Warner elected Vice-Chair 4-0, Warner abstaining.

**On a show of hands, Jackson elected Chair 4-0, Warner abstaining. On a show of hands, Warner elected Vice-Chair 4-0, Warner abstaining.**

**NON-AGENDA ITEMS AND COMMENTS**

• BPAC ORAL COMMENTS

Manidakos congratulated the new Chair and Vice-Chair. Jackson summarized an encounter with an AT & T employee regarding construction zone traffic controls. In response to Jackson's inquiry, staff indicated that the Bike Space study issue was proceeding, with an October 30 due date to Council. Jackson inquired about pavement maintenance on Evelyn Avenue, and requested vegetation trimming and signage at the northeast corner of Evelyn Avenue and Mary Avenue. Jackson inquired about the Mary Avenue Extension Environmental Impact Report. He requested that the Parks Department give a presentation on bike locker maintenance at the Civic Center complex. Mayer inquired of the status of an update of City Code conflicts with the State vehicle code. Mayer clarified the location of incorrectly installed bike lane signs on Reamwood Drive.

• STAFF ORAL COMMENTS

Staff announced that the City is the recipient of a State Safe Routes to School grant for traffic control equipment in the amount of \$ 295,600.

**INFORMATION ONLY ITEMS**

None

**ADJOURNMENT**

The meeting adjourned at 9:06 p.m.

Respectfully submitted,



Jack Witthaus, Transportation and Traffic Manager